

# Reemployed Annuitant Program

The Federal Law Enforcement Training Center (FLETC) has been granted approval to hire retired Federal employees with extensive experience and critical skills needed in support of the instructor cadre and law enforcement training mission. The Human Resources Division, Staffing Branch, is responsible for accepting and maintaining applications for the Reemployed Annuitant Program. Applicants selected will be eligible for a waiver of the dual compensation reduction. The dual compensation waiver will not exceed August 7, 2007. For details about annuitant employment, see CSRS and FERS Handbook, Chapter 100, Reemployed Annuitants at <http://www.opm.gov/asd/htm/hod.htm>.

## Eligibility Requirements

You are eligible for employment consideration through the Reemployed Annuitant Program if you:

- Are retired from the Federal Government.

### How to Apply:

All individuals submitting applications are responsible for:

- Submitting an application, Optional Form 612 (Optional Application for Federal Employment) or resume with required information. The Optional Form 612 may be obtained from [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf).
- Submitting a signed and dated OF-306 (Declaration of Federal Employment). This form may be obtained from [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf).
- Stating the job title, series and grade level of the position previously held.
- Submitting retirement SF-50 (Notification of Personnel Action).
- Submitting the CSA number issued by the Office of Personnel Management.
- Ensuring application reflects interest in employment with the Reemployed Annuitant Program.
- Identifying preference in employment location (Glynco, Georgia, Charleston, South Carolina, Cheltenham, Maryland, Artesia, New Mexico or Washington, DC)

## WHAT DO I NEED TO INCLUDE IN MY RESUME OR APPLICATION?

**PERSONAL INFORMATION:** Full name; mailing address with zip code; day and evening phone numbers with area code; e-mail address (optional); Social Security Number; country of citizenship (most Federal jobs require United States citizenship); and Veterans' preference (if applicable – as indicated below)

--If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive

preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. For further details, visit the OPM website at <http://www.usajobs.opm.gov/ei3.asp>.

--Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former Federal career or career conditional employees).

-- Highest Federal civilian grade held (also give job series and dates held).

### **EDUCATION**

--High school

Name, City, and State (zip code if known) and date of diploma or GED

--Colleges and Universities

Name, City, and State (Zip code if known), majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester quarter hours). **Note:** The Office of Personnel Management (OPM) only accepts attendance and/or degrees from schools accredited by accrediting institutions that are recognized by the U.S. Department of Education. Additional information may be obtained at OPM and U.S. Department of Education websites: [www.opm.gov/qualifications](http://www.opm.gov/qualifications) and <http://www.ed.gov/admins/finaid/accred/index.html>.

### **WORK EXPERIENCE**

--Give the following information for your paid and non-paid work experience related to the job for which you are applying. (Do not send job descriptions).

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (month and year)

Hours per week

Salary

--Indicate if we may contact your current supervisor.

### **OTHER QUALIFICATIONS**

--Job-related training courses (title and year)

--Job-related skills, for example, other languages, computer software/hardware, tools, machinery, and certified typing speed

--Job-related certificates and licenses (current only)

--Job-related honors, awards, and special accomplishments

### **WHERE DO I SEND MY APPLICATION?**

### **SUBMIT APPLICATION MATERIALS TO:**

**FEDERAL LAW ENFORCEMENT TRAINING CENTER  
1131 CHAPEL CROSSING ROAD  
GLYNCO, GA 31524  
ATTENTION: Reemployed Annuitant Program  
BUILDING#: 46/HRD**

**Note:** Applications sent in U.S. Government postage-paid envelopes, facsimile (FAX), electronic mail (e-mail) or submitted through Federal Agency special courier services will not be considered.